



STATE OF MARYLAND

DHMH

Board of Chiropractic & Massage Therapy Examiners

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Suite 301 • Baltimore, Maryland 21215-2299

Chiropractic: 410.764-4726 • Massage Therapy: 410.764-4738 • FAX: 410.358-1879

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary



DATE: July 16, 2012

Dear License Massage Therapist:  
Registered Massage Practitioner:

RE: Failure to Notify the Board of Change of Address

This letter is to notify you that the Board of Chiropractic and Massage Therapy Examiners ("Board") recently attempted to send you written correspondence regarding the regulation of the practice of massage therapy either by a reminder notice in regard to your license/registration renewal, important information regarding your Biennial Renewal including instructions and procedures for the online renewal system, Notice of your current status with this Massage Therapy Board or basic correspondence. One or all of these letters were returned to the Board by the United States Postal Service ("U.S.P.S.") indicating on their label that your address was either undeliverable, that the ninety day address forwarding with the U.S.P.S. had expired or moved left no address / return to sender.

**Utilizing the label from the U.S.P.S. indicating "forward time expired", "return to sender", or "moved left no address"; does not constitute notification from the Licensee or Registrant to the Board of Chiropractic & Massage Therapy Examiners that a "Change of Address" has taken place. It does not meet the regulatory requirement for notification to the Board.**

The Board cross-referenced the returned letters with its' Maryland license/registration database and has **determined that the above-referenced licensee or registrant did not notify this Board of a change of name or change of address.** All licensees / registrants are required to notify this Board any time their address changes. Failure to update your address can result in an administrative fine. In accordance with Md. Code Ann., Health Occupations Article §3-5A-10(d) 1 & 2 which states:

- (d) (1) Each licensee or registration holder shall notify the Board in writing of any change in the name or address of the license or registration holder within 60 days after the change occurred.
- (2) If a licensee or registration holder fails to notify the Board within the time required under this subsection, subject to the hearing provisions of §3-315 of this title, the Board may impose an administrative penalty of \$100.

**By notice of this letter, the Board is imposing an administrative penalty of \$100. Please remit your payment via check, money order or cashiers check to: MD Board of Chiropractic and Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, Maryland, 21215-2299.**

If you have any questions or concerns in regard to this letter, please do not hesitate to contact me at (410) 764-2965 or [adrienne.congo@maryland.gov](mailto:adrienne.congo@maryland.gov).

Sincerely,

  
Adrienne Congo, M.S.

Deputy Director

By direction of the Board

James J. Vallone, J.D., Executive Director • Adrienne B. Congo, M.S., Deputy Director  
Chiropractic website: [www.dhmf.maryland.gov/chiro](http://www.dhmf.maryland.gov/chiro) • Massage Therapy website: [www.dhmf.maryland.gov/massage](http://www.dhmf.maryland.gov/massage)  
Toll Free: 1-877-4MD-DHMH • TTY for Disabled – Maryland Relay Service 1-800-735-2258

